

**INVESTIGATIVE ASSISTANT
U.S. PROBATION OFFICE
MEMPHIS, TENNESSEE
Starting Salary \$31,737
Position No. IA04-1**

The U.S. Probation Office for the Western District of Tennessee (Memphis) is currently accepting applications for the position of Investigative Assistant. ***This will be a temporary appointment, not to exceed one year and one day.*** The incumbent is eligible for all federal benefits *with the exception of the federal employee retirement system and the thrift savings plan.*

The investigative assistant will assist Probation Officers in performing criminal investigations for the United States District Court, will assist officers in the supervision of offenders, collect information at various law enforcement organizations, conduct record checks via various automated systems, perform urine screen collections and other duties as assigned.

Requirements include background investigation, computer skills, valid driver's license, and a completed application (SF78). A Bachelor's Degree is highly recommended. Application and complete job description may be obtained from the Probation Office reception area or by accessing the Court's Internet website at www.tnwd.uscourts.gov. All applications must be returned to the U.S. Probation Office, 167 N. Main, Rm 234, Memphis, TN 38103, ATTN: Personnel Specialist (drop box provided in reception area). Application deadline: Close of business, Friday, April 26, 2004, at 5:00 p.m. Because of the high volume of applications expected, ***only applicants selected for an interview will be notified.***

All employees must use Electronic Fund Transfer (EFT) for payroll deposit.

THE UNITED STATES PROBATION OFFICE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER